

Requirements for Alabama Licensure by Endorsement

- ❖ A completed Endorsement application

- ❖ Appropriate fees

- ❖ Verification of Licensure

Contact your original Board of Nursing to request that a verification of licensure be mailed to the Alabama Board of Nursing. **A copy of your license IS NOT verification.** Only an original verification from your original state of licensure is accepted (not facsimile).

Or

If your original state of licensure is **Alaska, Arizona, Arkansas, Colorado, Delaware, Florida, Idaho, Iowa, Indiana, Kentucky, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oregon, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia (PN only) or Wisconsin** you must order license verification from www.nursys.com

- ❖ Nursing School Transcript

Contact your school of nursing to request that an official transcript be mailed to the Alabama Board of Nursing. Transcripts must be received at the Alabama Board of Nursing in a sealed envelope from your school of nursing. **Transcripts via fax are not acceptable.**

- ❖ Continuing Education (CE) Requirements

You must have 24 contact hours to endorse. All of the contact hours can be earned through attendance (internet, conferences, workshops, etc.). Up to 12 contact hours can be earned through independent study (nursing journals). Contact hours should be no older than 24 months from the date we receive your application. The required contact hours may be earned during the period a temporary permit is valid. All CE certificates must be mailed or faxed to our office. For further information regarding continuing education or to search for CE Providers and browse a list of upcoming opportunities please refer to the Continuing Ed section of the Board's website at www.abn.state.al.us.

CE certificates can be sent via facsimile to 334-242-0541, Attn: Wendy Looney

*****If you are requesting a Temporary permit, you must mail in a notarized copy of your current license.*****

*****Do not send supporting documentation until an initial application has been submitted.*****

Mailing address:

Alabama Board of Nursing
Attn: Endorsements
P.O. Box 303900
Montgomery, AL 36130-3900

YOU CAN CHECK THE STATUS OF YOUR ENDORSEMENT AT www.abn.state.al.us under "ONLINE SERVICES"

Continuing Education – Information Page

The following information may be helpful in obtaining contact hours. All of the contact hours can be earned through attendance (internet, conferences, workshops, seminars, etc.). Up to 12 contact hours can be earned through independent study (nursing journals, whether online or in print).

Try contacting the following websites to earn contact hours:

- ◆ www.westernschools.com
- ◆ www.myfreece.com
- ◆ www.netce.com
- ◆ www.diversifiednursingservices.com
- ◆ www.ceregistration.com
- ◆ www.nursingceu.com
- ◆ The Board does not accept contact hours earned online from MEDCEU.
- ◆ A search can also be conducted on the internet for continuing education for nurses, to locate more online providers.

A photocopy of a wallet card from any of these specific standardized national programs is accepted:

- American Heart Association Courses
 - ◆ Basic Life Support: 8 hours
 - ◆ Advanced Cardiac Life Support: 16 hours initial; 8 hours recertification
 - ◆ Pediatric Advanced Life Support: 8 hours
 - ◆ Neonatal Advanced Life Support: 8 hours
- Emergency Nurses Association
 - ◆ Trauma Nursing Core Course: 16 hours
 - ◆ Emergency Nursing Pediatric Course: 16 hours
 - ◆ Course in Advanced Trauma Nursing: 13 hours
- Basic Trauma Life Support International
 - ◆ Basic Trauma Life Support, Basic: 16 hours
 - ◆ Basic Trauma Life Support, Advanced: 16 hours

College courses (beyond basic education used to obtain original license):

- ◆ 15 contact hours = 1 academic semester credit hour
- ◆ 10 contact hours = 1 academic quarter credit hour

Employee in-service hours must be printed on company letterhead (must include class title, the date, and the hours awarded for each class) and signed by an education coordinator.

Please also refer to the Continuing Ed section of the Board's website (www.abn.state.al.us) for a list of upcoming continuing education courses and an approved provider list.

Appearance on this page represents neither recommendation nor endorsement by the Alabama Board of Nursing. This page is being provided as a service.

Frequently Asked Questions – Endorsement

Q. Can I apply for Endorsement online?

A. Yes. Complete the application online at www.abn.state.al.us. If you request a temporary permit, you can pay online and mail us a notarized copy of your current license from another state.

Q. How long does it take to get a license?

A. There is no timetable for issuing licenses. We can not issue a license until all documents have been received. The time can vary from days to months. A license will only be issued when all requirements are completed. Applications are processed on a first-in first-out basis.

Q. How much does it cost?

A. \$85.00 for the application and an additional \$50.00 if requesting a temporary permit.

Q. My nursing school is closed. How can I obtain a transcript?

A. Contact the State Board of Nursing in the state that your school was located. Someone was appointed receivership of the school's records.

Q. How can I apply for a temporary permit? How long is it valid? Do I have to have CE to obtain a temporary permit?

A. You must submit your application and fee for a permanent license, along with the additional fee for a temporary permit. You also need to submit a notarized copy of your current license card. Temporary permits are valid for 90 days or until license is issued/denied. Temporary permits allow you to work for 90 days while you meet all other requirements for permanent licensure. Contact hours are not required in order for the temporary permit to be issued.

Q. I've held an Alabama license in the past. I also hold licensure in other states. Do I need to endorse?

A. Once you've had an Alabama license, you always have an Alabama license. If you did not keep it current, then the status is lapsed and you will need to reinstate it. You can not endorse on a lapsed license. You can reinstate a lapsed license online at www.abn.state.al.us.

Q. My original state of licensure is a member of the Nurse Licensure Compact. Is this acceptable for Alabama?

A. Alabama is not a member of the Nurse Licensure Compact. **It is mandatory to obtain an Alabama license in order to work in Alabama.**

Q. How do I obtain my contact hours?

A. You may search for CE Providers in your area and browse through a list of upcoming CE opportunities under the Continuing Ed section of the Board's website at www.abn.state.al.us. You can also search the internet for continuing education for nurses. Keep in mind, that MEDCEU (the online company) contact hours are not accepted by the Alabama Board of Nursing.

Q. The state I am endorsing from does not require contact hours. Do I still need to have them?

A. You are still required to submit 24 contact hours for endorsement, even if you are coming from a state that does not require CE. You can contact your previous employer and request a print out of your in-service hours. Employee in-service hours must be printed on company letterhead and signed by an education coordinator. If you need to earn the 24 contact hours for submission, then you can request a temporary permit. A temporary permit will allow you to work while earning your CE.

Q. I am a new graduate. Do I need 24 contact hours? Can my college course work be used as continuing education?

A. All endorsement applicants, regardless of their graduation date are required to submit 24 contact hours of continuing education. We only accept college credit as CE, if it is above and beyond what you used to obtain your original license.

Q. I started the Endorsement process, but have had a change of plans. Can I get a refund?

A. Fees paid to the Alabama Board of Nursing are not refundable. Your application and fees will remain active for one year. You would be able to complete the endorsement process at any time within that period.

Q. I will be moving during the endorsement process. Will my license or other correspondence be forwarded?

A. Most of the Board's mail is not forwarded due to the nature of the contents. Please be sure to keep your address up to date with the Board office. This can be done under the online services section of the Board's website at www.abn.state.al.us. There is a \$25 fee to resend mail that is returned to the Board office.

Q. The Board of Nursing for my original licensure says my verification should come from NURSYS. How is this done?

A. You need to go www.nursys.com and follow their instructions for requesting verification.

Q. How can I check the status of my application?

A. You can check the status of your application under the "Endorsement Status Check" section of the Board's website. The endorsement status check provides you with a checklist of items that the Board is still waiting to receive. Once the license is issued you will be directed to the "License Look-Up" section of the Board's website.

Q. How can I verify that my license has been issued?

A. Once the license is issued you can verify your status under the "License Look-Up" section of the Board's website.

Q. How will Endorsement affect upcoming license renewals and effective dates?

A. An RN license that is **issued** between now and 08/31/2008 will receive an active license with an expiration date of 12/31/2008.

An LPN license that is **issued** between now and 08/31/2007 will receive an active license with an expiration date of 12/31/2007.

Nurses whose licenses are issued through the endorsement process shall accrue, for license renewal, one contact hour for each calendar month remaining in the earning period after endorsement; however, no hours will be required if the time remaining in the earning period is six months or less. Please refer to the prorated chart listed under the Continuing Ed section of the Board's website at www.abn.state.al.us. Contact hours earned for endorsement may **not** be used toward the continuing education requirement for the next license renewal.

RULES REGARDING PERSONAL CHECKS

- ❖ Personal checks are not an acceptable method of payment of fines. Fines are payable only by certified check, cashier's check, business check, or money order.
- ❖ Counter checks are not an acceptable method of payment. Personal checks shall be imprinted with the name, address, and account number of the applicant or licensee.
- ❖ Personal checks by third parties (spouse, friend, parents, etc.) are not acceptable. Again, the name of the applicant or licensee must be imprinted on the check. Business checks are acceptable.
- ❖ Personal checks on out-of-state banks are not acceptable.
- ❖ License verification fees are not payable by personal check.

Applicants or licensees who have checks returned due to insufficient funds may be prohibited from paying any future fees by personal check. As of January 1, 2003, the bad check charge will be \$30.



ONLINE APPLICATION and APPLICATION STATUS
can be found at www.abn.state.al.us

- ☐ **RN** (Enclose \$85 fee)
- ☐ **LPN** (Enclose \$85 fee)
- ☐ **Temporary Permit** (Enclose additional \$50) Attach notarized photocopy of current license card. Temporary permits are valid for 90 days or until license is issued/denied.
- ☐ **Advanced Practice** There is a separate application for advanced practice licenses. The applications for CRNA, CRNP, CNM and CNS can be downloaded from the applications section of the Board's website.

Cashiers Checks & Money Orders are accepted

INDIVIDUALS EDUCATED IN OTHER COUNTRIES SHOULD REFER TO THE ADDITIONAL REQUIREMENTS FOR FOREIGN TRAINED NURSES

ADDITIONAL REQUIREMENTS FOR FOREIGN TRAINED NURSES

A Social Security number is required to process an application.

If you were educated in another country and are **licensed in another state in the United States** and have **passed NCLEX or State Boards**, you must:

1. Submit a certified official copy of your transcript from the nursing program approved by the proper authorities in the country where the program is located. **The transcript must be translated in English.**..... Date Ordered _____
2. Provide official verification from original country of licensure. **Verification must be translated in English.**..... Date Ordered _____
3. Provide official verification of licensure from original United States' state or territory. Follow instructions on "VERIFICATION OF NURSE LICENSURE FOR ENDORSEMENT INTO ALABAMA" form..... Date Ordered _____
4. Official documents should be sent directly to the Alabama Board of Nursing. If sent to you, **DO NOT OPEN.** Verifications and transcripts must arrive at the Board in a sealed envelope.

If you were educated in another country and **have not passed the NCLEX or State Boards**, you are not eligible for "Application by Endorsement". You may obtain an "APPLICATION FOR LICENSURE BY EXAMINATION" from our web site at **www.abn.state.al.us** and follow its instructions.



**VERIFICATION OF NURSE LICENSURE
FOR ENDORSEMENT INTO ALABAMA**

Alabama Board of Nursing

P.O. Box 303900

Montgomery, AL 36130-3900

334-242-4060 FAX 334-242-4360

Email: abn@abn.state.al.us

PART I

NOTE TO APPLICANT: Complete Part I. Send this form to the Board of Nursing in the state or country where you were originally licensed for completion of Part II. Contact that Board of Nursing for its procedures and fees.

NAME _____ SSN: _____

ADDRESS _____

ORIGINAL LICENSE NUMBER _____ DATE ISSUED _____

NAME AND LOCATION OF NURSING EDUCATION PROGRAM _____

DATE OF GRADUATION _____ SIGNATURE _____

PART II (To be completed by the licensing authority of the state of original licensure)

This is to certify that _____

Was issued a license to practice as a registered nurse ☐ licensed practical nurse ☐ in the state of _____

Original License Number _____ Date of Licensure _____ Date License Expires _____

Licensed by: ☐ Examination
☐ Endorsement
☐ Waiver

Status of License: ☐ Current
☐ Inactive
☐ Lapsed

Applicant's Social Security Number (if available) _____ Applicant's Date of Birth _____

Has this license ever been encumbered in any way (revoked, suspended, surrendered restricted, limited, or placed on probation) or is any disciplinary action pending? ☐ No ☐ Yes (if Yes, please attach an explanation.)

SBTPE OR NCLEX DATA

SUBJECT	DATE OF EXAM		DATE OF EXAM		DATE OF EXAM	
	Series Number	Standard Score	Series Number	Standard Score	Series Number	Standard Score
Medical Nursing						
Surgical Nursing						
Obstetric Nursing						
Nursing of Children						
Psychiatric Nursing						
NCLEX						

Nursing Education Program: _____
(Name) (Location)

Degree Received: Certificate ☐ Associate ☐ Diploma ☐ Baccalaureate ☐ Year of Graduation: _____

Did the applicant present evidence of high school graduation or its equivalent? Yes ☐ No ☐

BOARD SEAL

I hereby certify that the above information represents accurately the information on file with this agency for the above-named individual.

SIGNED: _____ DATE: _____

TITLE: _____ STATE: _____